

P r o c e d u r e s

for preparing and conducting the ERC internal meetings

1. The ERC shall organize its activities through internal meetings.
2. The meetings shall convene at least once in a fortnight. Ad hoc meetings shall convene upon the Chairman's or the Commissioner's motion.
3. The scheduled meetings shall take place on alternative Fridays (once in two weeks). At the scheduled meetings, in established procedures, the additional issues related to the preliminary quarterly plan approved by the Chairman, and/or supplemented issues included in the agenda will be discussed.
4. The Chairman shall be organizing the documents subject to discussion and the works related to the development of draft resolutions. For the preparation of each draft the Chairman shall appoint a responsible person, i.e. one of the Commission's Department Heads, or, if there is a necessity, one of the Commissioners.
5. The draft of the resolution that is going to be discussed at the ERC meeting shall be prepared by corresponding responsible departments of the Commission.
6. Prior to presenting the drafts for the Chairman's review, they should be along with all relevant documents, for comments. In the event of having principal recommendations or comments on the draft, the Department Head makes notes on the document and presents his alternative draft or item in the draft at the ERC meeting in established procedures.
7. The alternative version of the draft should be presented to the Chairman at least 3 days prior to the ERC meeting. In the absence of the Chairman, the version goes to the Deputy Chairman who instructs to forward the alternative draft version to the Commissioners and the Department Heads.
8. At their own initiative, the Commissioners may participate in the development of the documents to be discussed at the Commission meeting and submit their opinions.

9. The Commissioners and the Department Heads should present their propositions regarding the ERC meeting agenda to the Chairman at least 5 days to the meeting. The Chairman shall approve the final agenda of the meeting. The draft resolutions on the items included in the agenda shall be forwarded to the Commissioners and Department Heads at least 3 days prior to the meeting.
10. If there is a question associated with a specific economic entity then that person or his authorized representative will be notified about it at least 3 days prior to the ERC meeting. The economic entity (or its authorized representative) has the right to get familiar with the documents and the draft resolution and express his own point of view or deliver his speech at the meeting.
11. Draft resolutions, the implementation of which may result in unscheduled expenses from the ERC budget, shall be presented at the ERC meeting only if there is a corresponding conclusion of the ERC office manager.
12. The ERC meeting shall be considered valid if at least three Commissioners are participating, including the Chairman or his deputy.
13. Resolutions pass by the majority of the Commissioners' votes, participating in the meeting.
14. The ERC Chairman will be chairing the ERC meetings. In the event of his absence, the ERC meetings shall be chaired by the Deputy Chairman.
15. Minutes of the ERC meeting shall be taken. The copies of the Minutes and resolutions shall be referred to the Commissioners and Department Heads within 10 days. If needed, the above documents or their excerpts shall be sent to the interested parties and organizations.
16. The preliminary quarterly program of the ERC is subject to publication.
17. The normative documents adopted at the ERC meetings shall be published in the "RoA Ministerial Normative Acts" information booklet and shall be considered effective from the moment of their publications.
18. The ERC meetings are open. Any interested party shall be given the opportunity to get familiar with the items under discussion.
19. Interested parties and representatives of the public shall be given the opportunity to participate in the ERC meetings, present information, deliver speeches, if necessary, and express their own opinion.
20. Representatives of the mass media can also take part in the ERC meetings.

